

## The Oxford Analytica Conference: Global Horizons 2023

### Terms & Conditions

These Terms & Conditions are between Oxford Analytica Ltd. ("Oxford Analytica") and the person who registers for attendance ("You") at The Oxford Analytica Conference: Global Horizons 2023 to be held in Oxford from 5 - 7 September 2023 ("Conference").

All references to a date or deadline, mentioned in these terms and on other conference documents refer to BST (during summer months) and GMT (during winter months).

### Confirmation of bookings

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- All registrations are subject to availability and acceptance by Oxford Analytica. A confirmation email confirming registration will be sent once the application has been accepted. By registering for the Conference, you are agreeing to comply with these terms and conditions.
- Upon Oxford Analytica's email confirmation to You of its acceptance of your registration for a place at the Conference there shall be a legally binding contract between Oxford Analytica and You to which these terms and conditions apply.
- Oxford Analytica reserves the right to refuse to accept any booking in its absolute discretion.

### Payment

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- Fees for the Conference are as follows:
  - o Full attendee place = £2,800
- The fees include:
  - o The full conference includes a specially-commissioned briefing document, 2.5 day conference programme, three nights' accommodation at Christ Church, all meals, black-tie dinner in Oxford and 2 months access to the Oxford Analytica Daily Brief.
- All fees stated are full price fees
- Discounts for clients and early bird prices are available as advertised
- If You have paid by credit or debit card, Oxford Analytica shall provide a receipt for payment of the deliverables. Otherwise Oxford Analytica shall invoice the customer of the deliverables at any time after the placement of the registration
- If the event date is 4 weeks or less, payment by invoice is no longer accepted and payment via credit/debit card only
- Invoices must be paid in full, without deduction, within 14 days of the date of each invoice and to the bank account nominated by Oxford Analytica
- Where payment is not made, Oxford Analytica can charge interest at 5% and interest shall accrue on a daily basis and apply from the due date of payment until the actual payment in full

- Payment must be made in GBP only, by credit, debit or bank transfer
- All bank transactions must include the registration number and the attendees full name as a reference
- All fees are subject to VAT at 20%
- The conference is residential and we regret there can be no fee reduction for those wishing to stay outside Christ Church

## Cancellations by You

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- All cancellation requests must be sent to [conference@oxford-analytica.com](mailto:conference@oxford-analytica.com). Cancellations will be subject to the charges outlined below:
  - o Cancellations received in writing on or before July 6 2023 will incur an administrative fee of 5% of the ticket price paid
  - o Cancellations received after July 6 2023 and before July 24 2023 will be refunded 50% of the price paid
  - o Cancellations received after August 5 2023 will be non-refundable
- Appropriate attendee substitutions can be made at any time
- Refunds will be processed in the following ways:
  - o Payment via credit or debit cards the same card will be refunded, not including the transaction fee
  - o For all other payments, a bank transfer will be made to the payee nominated account and all bank charges will be directly deducted from the refund

## Modification of the program advertised

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- Oxford Analytica reserves the right to modify the program. No refunds can be granted in case of cancellation of speakers, lack of space in the conference room or any incidents during the Conference which are beyond the control of Oxford Analytica

## Failure to attend

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- No refunds will be provided on failure to attend and attendees will be subject to payment in full of the original booking fee

## Visa

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- It is Your responsibility to make sure your visa is valid and up to date when entering the United Kingdom
- If You require an entry visa you must allow sufficient time for the application procedure. Oxford Analytica cannot intervene on your behalf in case of a rejection or to speed up the procedure

## Cancellations or postponements by Oxford Analytica

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- Oxford Analytica may in exceptional circumstances need to postpone or cancel the Conference and we will notify You as soon as reasonably practical of any such postponement or cancellation. If the Conference is postponed and you cannot attend the rescheduled date, we will refund any Fees you have paid less a 10% administration fee. You agree that Oxford Analytica's liability to You will be limited to the amount of the Fees You have paid and Oxford Analytica will not be liable to You for any expenditure, damage or loss, such as but not limited to transportation costs, accommodation costs, costs for additional orders, financial losses etc, incurred by You as a result of the cancellation or postponement.

## Termination

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- Oxford Analytica may terminate the contract at any time by giving notice in writing to the customer if:
  - o You commit a material breach of the contract
  - o You fail to pay any amount due under the contract on the due date and such amount remains unpaid within 30 days after Oxford Analytica has given notification that the payment is overdue
  - o Any consent, licence or authorisation held by You is revoked or modified such that You are no longer able to comply with its obligations under the contract or receive any benefit to which it is entitled
- Oxford Analytica may terminate the contract at any time by giving notice if:
  - o You stop carrying out significant part of its business, or indicates in any way that it intends to do so
  - o You are unable to pay its debts
  - o Becomes the subject of a company voluntary arrangement under insolvency
  - o If You become aware that any event has occurred which may entitle Oxford Analytica to terminate the contract, You shall immediately notify Oxford Analytica in writing at [conference@oxford-analytica.com](mailto:conference@oxford-analytica.com)
- Oxford Analytica provides a harassment-free Conference experience for everyone, regardless of gender, sexual orientation, disability, gender reassignment, age, race, or religion. Oxford Analytica does not tolerate harassment of conference participants in any form. Oxford Analytica has in place both a Dignity at Work Policy and Harassment and Bullying Policy both of which we endeavour to uphold. We believe that we work in partnership with like-minded people and organisations, and by confirming attendance at our conference you are also agreeing to uphold the Code of Conduct in Appendix A. Any breach of this Code of Conduct could result in:
  - o Your immediate ejection from the Conference without any price refund
  - o The matter being taken up with your HR department and/or Employer
  - o A ban from future Oxford Analytica Conferences
- Oxford Analytica reserves the right, without any liability, to refuse You admission or eject You from the Conference for failure to comply with these terms

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## Insurance

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- You are responsible for arranging your own appropriate insurance cover in connection with your attendance at the Conference. To the maximum extent of the law, Oxford Analytica shall not be liable for any kind of loss or damage to You or your personal property, unless caused by our sole gross negligence.

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## Processing of personal data

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- Please refer to Oxford Analytica's privacy policy for more information - <https://www.oxan.com/about/legal/privacy-policy/>
- Oxford Analytica will use your data in the following ways:
  - o You agree to allow Oxford Analytica to contact you as appropriate for the organisation and administration of the Conference
  - o Oxford Analytica will hold the attendees data for up to 12 months after the conference where after it will be destroyed
  - o Oxford Analytica will ensure there is an opportunity to "opt out" of all communication sent via email
  - o You can request for their details to be destroyed at any time
- Names, job titles and organisations of all registered participants will be placed on the attendee list for the Conference. The list will be provided to all that attend the Conference so they can see who is at the Conference for the purpose of networking and meetings.
- Oxford Analytica will only pass on your contact details if You have expressly consented for us to do so.

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## Photographs and video footage

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- You are permitted to make reasonable video or audio recordings and to take photographs at the Conference for your own personal use
- By attending this event you authorise Oxford Analytica to use photographic images and video footage in one or more of the following ways:
  - o Publication on websites
  - o Social media platforms
  - o Printed promotional publications
  - o Advertisements
  - o Press releases
  - o Promotional videos for the website and social media accounts
  - o Audio recordings

- Photographs, film, video or images will not be taken or used without the consent of the person involved, and their guardian/carer if they are under the age of 18. Oxford Analytica ensures these images are used solely for the purpose they are intended

### **Oxford Analytica liability; Waiver of Liability**

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- Views expressed by speakers are their own and Oxford Analytica disclaims all liability for advice given or views expressed during the Conference
- In consideration of being allowed to register for, and participate in the Conference, you hereby warrant and represent that you are age 18 or above and freely waive, release from liability, assume all risks, and covenant not to sue Oxford Analytica or its affiliates, shareholders, employees, directors, officers, agents, or representatives for any expense, loss, damage, personal injury, including loss of life, illness, including but not limited to COVID-19, disability, property damage, or property theft or actions of any kind that you may hereafter suffer or sustain before, during, or after the Conference, unless said expense, loss, damage, personal injury, including loss of life, illness, disability, property damage or property theft or actions of any kind is caused by the sole, gross negligence of Oxford Analytica. This Liability Waiver and Release is specifically binding upon your heirs and assigns and is knowingly given.

### **Entire agreement**

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- This agreement supersedes all previous agreements, understandings and arrangements

### **Variation**

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- No variation of the contract shall be valid or effective unless it is in writing; refers to the contract and these conditions and is signed

### **Compliance with law**

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- All parties must comply with all laws and regulations applicable

### **Governing law**

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- The contract and any dispute or claim arising out of, or in connection with its subject matter or formation shall be governed by and construed in accordance with the laws of England or Wales

### **Jurisdiction**

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- The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of, or in connection with, the Contract, its subject matter or formation (including non-contractual disputes or claims)

## Appendix A

### CONFERENCE CODE OF CONDUCT

**Aim: To ensure that Oxford Analytica provides an outstanding conference experience where people are treated fairly and with respect.**

Oxford Analytica undertakes its duty of care seriously and proactively works to build positive and productive working relationships. It encourages constructive discussion of differences of views and approaches and deals firmly, but fairly, with negative behaviours including bullying and harassment.

We aim to:

- Ensure the dignity at work of all our employees and those who work with us
- Respect and value differences
- Promote acts of inclusion and fair treatment by encouraging positive and not tolerating demeaning behaviours
- Demonstrate our commitment to equal opportunities for all
- Be open and constructive in our communications
- Work in a cohesive and constructive manner resolving conflict as effectively as possible
- Be fair and just in our dealings
- Strive to consistently exhibit positive behaviours and develop/support constructive behaviours in others